

**US DEPARTMENT OF HOMELAND SECURITY
TRANSPORTATION SECURITY ADMINISTRATION**

HUMAN RESOURCES MANAGEMENT POLICY MANUAL

HRM BULLETIN NO. 831-1

DATE: July 6, 2005

SUBJECT: Voluntary Early Retirement Authority Number 2005-043.

1. PURPOSE: This bulletin provides guidance on use of the Voluntary Early Retirement Authority (VERA). It supersedes any related Orders, policies, and guidance written by TSA or issued under the Federal Aviation Administration personnel management system. (49 U.S.C. §40122)

2. SCOPE: This bulletin applies to all TSA employees except those occupying positions in the following series:

A. Screener series, unless impacted by an airport restructuring;

B. Intelligence series;

C. Information Technology series; or

D. Procurement/Acquisition series.

3. AUTHORITIES: December 17, 2004 letter from Kay Coles James, Director, Office of Personnel Management to Ronald J. James, Chief Human Capital Officer, Department of Homeland Security.

4. DEFINITIONS:

None.

5. RESPONSIBILITIES:

Managers are responsible for applying the provisions of this bulletin in a fair and equitable manner. Assistant Administrators/Office Directors and/or Area Directors are responsible for approving all internal voluntary early optional retirement plans and changes to such plans. (Generally, one plan should apply to an entire line of business/office.)

6. POLICIES & PROCEDURES:

A. Eligibility requirements.

(1) An employee must have been continuously employed with TSA since November 1, 2004.

(2) An employee must be serving on a permanent appointment – those on time-limited appointments are not eligible for voluntary early optional retirement.

(3) Employees in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance are not eligible for voluntary early retirement.

- (4) An employee must have at least 25 years of service, regardless of age, or have 20 years of service and be at least age 50 years of age to qualify for voluntary early retirement.

B. Duration of authority.

TSA has the authority to grant voluntary early optional retirement through September 30, 2006.

C. Coverage.

- (1) Assistant Administrators/Office Directors and/or Area Directors may limit coverage of offers to eligible employees based on any combination of organizational components, geographic areas, occupational series or levels, or other non-personal and objective factors.
- (2) If an Assistant Administrator/Office Director and/or Area Director chooses to limit coverage, beyond those provided in this bulletin, written parameters describing the limitation, with justification, must be provided to the Assistant Administrator for Human Resources, before the limitations are implemented and applications are accepted.
- (3) If an Assistant Administrator/Office Director and or Area Director changes authorized limitations on coverage, a memorandum describing the changes, with justification, must be provided to the Assistant Administrator for Human Resources before the changes are implemented.
- (4) Managers or employees ***are prohibited*** from coercing employees who are eligible for voluntary early retirement to apply.
- (5) Management may delay a desired retirement date, in writing, due to an organization's need for an employee's services. In this situation, the employee is required to change the retirement date on his or her application.

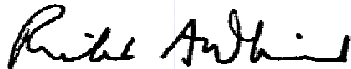
D. Application procedures.

- (1) Assistant Administrators/Office Directors and/or Area Directors should designate an internal representative to receive voluntary early optional retirement notices of interest and subsequent applications. In the field, representatives should be selected by area or airport in order to monitor the number of interested employees. Notices of interest shall be submitted, through the designated VERA representative, to Jessica Gamble in the Office of Human Resources, Benefits and Work Life Group, TSA-21, 601 South 12th Street, Arlington, VA 22204-4204, no later than 90 days prior to the employee's requested retirement date.
- (2) Eligible employees may request annuity estimates from Peopleline. Once an employee decides to retire, he/she is required to complete the attached Early Retirement Notice of Interest and submit to the designated VERA representative.
- (3) The actual retirement application must be submitted to the designated VERA representative 60 to 90 days prior to the desired retirement date. The designated VERA representative shall forward the application to the Office of Human Resources, Benefits and Work Life Group for review. After review the application will be forwarded to TSA HR Services, Accenture, for processing.

E. Retirement and insurance issues.

- (1) Those employees retiring under this authority must have been covered under the Federal Employees Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FEGLI) programs for the last 5 years of their service in order to continue such coverage in retirement; or
- (2) If an employee has less than 5 years coverage, he or she must have maintained coverage for all service since the employee was eligible for these benefits.
- (3) For FEHB only, OPM will grant pre-approved waivers to employees:
 - (a) Who have been covered under the FEHB Program continuously since the beginning date of this authority; and
 - (b) Retire under this authority no later than September 30, 2006; and
 - (c) Take early optional retirement; or
 - (d) Take discontinued service retirement based on an involuntary separation due to reduction-in-force (RIF), directed reassignment, reclassification to a lower banded position, or abolishment of position.

Employees who meet these requirements must write a letter requesting waiver, and attach it to the retirement application. The letter must provide the VERA number (2005-043), the beginning and closing dates (December 3, 2004 through September 30, 2006), state that the employee requests waiver, and ask the Accenture retirement specialist to verify eligibility for the waiver.



Richard A. Whitford
Assistant Administrator for
Human Resources

Attachment

Filing Instructions: File with HRM Bulletins, Letters and Guidance

Expiration Date: September 30, 2006

Distribution: TSA affiliated HR Offices, Assistant Administrators, Area Directors, Office Directors

POC: Anita L. Lawless (571) 227-3760

EARLY RETIREMENT NOTICE OF INTEREST

I am interested in applying for early retirement under the Transportation Security Administration (TSA) Voluntary Early Retirement Authority (VERA).

Anticipated Date of Retirement _____
No Later Than 9/30/2006

Employee Name (Last, First) SSN DOB SCD
(Please print)

Position Title and Series

Organization (e.g., OHR, IA, Airport)

Employee Signature Date Phone Number

Designated VERA Rep. Signature Date Phone Number

Please Note: *Form must be submitted through your Designated VERA Representative to Jessica Gamble ((571) 227-2859), in the Office of Human Resources, Benefits and Work Life Group, no later than 90 days prior to your requested retirement date.*

Specific questions and requests for annuity estimates should be directed to Peopleline at (866) 274-6438.